

Training

Quick Reference Card - Get to know Excel: Create your first workbook

Rename, insert, delete, and move worksheets

To rename sheet tabs:

1. Start Microsoft® Office Excel® 2003. Right-click a sheet tab at the bottom left of the window, and then click **Rename**. (Or on the **Format** menu, point to **Sheet**, and then click **Rename**.)
2. Type the new name, and then press ENTER.

To add color to sheet tabs:

1. Right-click the sheet tab at the bottom left of the window, and then click **Tab Color**. (Or on the **Format** menu, point to **Sheet**, and then click **Tab Color**.)
2. In the **Format Tab Color** dialog box, select the color you want, and then click **OK**.

To insert a worksheet:

On the **Insert** menu, click **Worksheet**.

To delete a worksheet:

1. Right-click the sheet tab of the sheet you want to delete. Click **Delete**. (Or on the **Edit** menu click **Delete Sheet**.)

To move a worksheet:

Right-click the sheet tab of the worksheet you want to move, and then click **Move or Copy**. In the **Move or Copy** dialog box, choose where you want the tab to go, and then click **OK**.

Tip If you'd like more or fewer than three worksheets in each new workbook, you can change the number. On the **Tools** menu, click **Options**, and then click the **General** tab. In the **Sheets in new workbook box**, type or select the number of worksheets you want in new workbooks.

To create a new workbook if you've already opened Excel, click **New**  on the **Standard** toolbar. Or on the **File** menu, click **New**. In the **New Workbook** task pane, click **Blank workbook**.

Enter data

Press TAB to move the insertion point to the right one cell on the same row. Press ENTER to move the insertion point down one cell in the same column.

To enter dates:

Use a slash or a hyphen to separate the parts of a date. For example, 7/15/2005 or 16-July-2005. To enter today's date, press CTRL+; (semicolon).

To enter a time

Type a space and then an "a" or a "p" after the time. For example, 9:00 p. Otherwise, Excel enters the time as AM. To enter the current time, press CTRL+SHIFT+; (semicolon).

To enter numbers:

Negative numbers entered with parentheses (100) will be displayed with a minus sign: -100.

To enter fractions, leave a space between the whole number and the fraction. For example, 1 1/8.

To enter a fraction only, enter a zero first. For example, 0 1/4.

What goes where? Which data should go in rows, and which in columns? For this and other useful worksheet organization information, read about [Worksheet design strategy](#).

You don't always have to enter everything yourself. Sometimes pre-written downloadable templates are just the ticket. [Microsoft Office Templates](#).

Data-entry timesavers

AutoFill Use the fill handle to enter the months of the year, days of the week, consecutive dates, or a series of numbers. You type one or more entries, and then use the fill handle to fill in the rest. For help on how to use the fill handle, see [Fill data in worksheet cells](#).

AutoComplete If the first few characters you type in a cell match an entry you've already made in the same column, Excel will fill in the remaining characters for you. Just press ENTER. This works for text or for entries with text and numbers. It does not work for numbers only, nor does it work for dates or times.

Edit data

Do one of the following:

Double-click the cell that contains the data you want to edit. Or,

Click the cell that contains the data you want to edit, and click anywhere in the formula bar.

To delete characters, press BACKSPACE, or highlight them and then press DELETE.

To insert characters, click where you want to insert them, and then type.

To overwrite characters, highlight them and then type the new characters.

To enter your changes, press ENTER or TAB.

Tip To start a new line within a specific point in a cell, click where you want to break the line, and then press ALT+ENTER.

Insert and delete columns and rows

To insert or delete columns:

To insert, click a cell immediately to the right of where you want to insert a new column. On the **Insert** menu, click **Columns**.

To delete, click a cell in the column. On the **Edit** menu, click **Delete**. Choose **Entire column** and click **OK**.

To insert or delete another column after you've done one, press F4.

To insert or delete rows:

To insert, click a cell in the row immediately below where you want the new row. Then on the **Insert** menu, click **Rows**.

To delete, click a cell in the row. On the **Edit** menu, click **Delete**. Choose **Entire row** and click **OK**.

To insert or delete another row after you've done one, press F4.